

## Specialist Diploma in Early Childhood Education

	Module Name	Module Synopsis
1	Current Issues and Research in Early Childhood Education	Leaders in the field of early childhood care and education require strong analytical skills and a depth of understanding of current trends and issues that inform practice in quality early childhood programmes. Early childhood professionals require knowledge of global trends in the delivery of early childhood care and education and informed understanding of national policies in order to plan and implement quality programmes in local communities, which take account of the specific and the special needs of young children and their families. A critical understanding of research in early education can inform decision-making and raise awareness of current issues and practices and their implications for early childhood care and education. This unit will enable early childhood supervisors to take an influential role in the development of early childhood services and contribute to the professional development of teachers and other staff who work directly with families and children.
2	Designing the Early Childhood Education Curriculum	This module is designed to introduce the students to the relevance of inclusive early education for children with special needs. It will address assessment and identification of learning needs; planning and implementing inclusive programmes and using various strategies to facilitate learning and manage challenging behaviours.
3	Understanding and Implementing Action Research in Early Childhood Education	Action research provides a means for professionals to manage change in the workplace, to investigate and develop professional practice, and improve the quality of early childhood care and education. Such action research enables teachers and supervisors to identify problems/issues in their workplace and facilitate actions that lead to change and improvement in practice. This unit is designed to introduce theory and processes of action research in early childhood programmes. In addition the unit will show students how to use this knowledge to implement an action research project in childhood settings.
4	Leadership, Management & Administration in Early Childhood Education Settings	The effective management of early childhood settings cannot be completed without an effective system for managing resources such as financial resources, human resources and information technology. Efficient management of human resources is essential to the successful operation of a pre-school centre since teachers are almost the single most important element in the efficacy of a pre-school programme. Hence such matters as good recruitment and selection policies, clear job descriptions and effective appraisals are particularly necessary. Funds must be allocated and used appropriately to provide quality program and services on which children and parents can depend on. It is therefore important for teachers and administrators to acquire basic understanding and knowledge

		<p>of financial planning policies and processes, management and control that would have great impact on their work and centre's performances. The use of current information technology in managing student's database and financial records are becoming more pervasive and competitive in the early childhood sector. Timely and accurate financial transactions and reports can be generated instantaneously for management review and professional presentations to external government authorities. Taking advantage of computers and software, centre managers can harness this technology to aid in budget planning and decision-making.</p>
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